

## **District and Municipal Court Reporting Requirements**

The following is an alphabetic list of reports that district and municipal courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of each list, reports with a specific due date are restated chronologically.

### **Alphabetic List**

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Annual Budget At time of submission to or receipt from the local funding unit		District and Municipal Courts	Regional Office
Appointment of Court Officers Due as it occurs		District and Municipal Courts	Central Office
Counsel Appointments Due 2/15		District and Municipal Courts	*
Delay in Criminal Proceedings 1/7, 4/7, 7/7, 10/7	SCAO 18	Chief District and Municipal Court Judges	*
Delay in Matters Submitted to Judge Due first business day of January, April, July, and October Plus 7 days	SCAO 27	All Judges through the Chief Judge	Regional Office
District Court Caseload Due 1/30 for full year	SCAO 18	District and Municipal Courts	*
District Court Caseload Verification Due 2/28		District and Municipal Courts	*
Financial Report Due 4/15	SCAO 17	All Judges	Regional Office
Judicial Annual Leave	SCAO 25a	All Judges	Regional Office
Michigan Trial Court Incident Report Due as it occurs		District and Municipal Courts	Regional Office
Report of Jury Fees Due 4/30, 10/31	SCAO 45	District and Municipal Courts	*

## **District and Municipal Court Reporting Requirements (continued)**

### **Alphabetic List (continued)**

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Sealed Court Records Due upon entry of order	n/a	District and Municipal Judges	Central Office
Summary of Drunk Driving Due 3/1	SCAO 24	District and Municipal Courts	Central Office
Transfer Orders (Sup Ct AO 1998-01) Due upon entry of order	n/a	District and Municipal Judges	Central Office

\*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

### **Chronological List**

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
First business day of January + 7 days	Delay in Matters Submitted to Judge	Paper
January 30	Annual Caseload (Parts 1, 2, and 4)	CRS through MCAP
February 1	Judicial Annual Leave	Paper
February 15	Counsel Appointments	CAS through MCAP
February 28	Caseload Verification	CRS through MCAP
March 1	Summary of Drunk Driving and Drug Cases	Paper
First business day of April + 7 days	Delay in Matters Submitted to Judge	Paper
April 15	Financial Report	Paper
April 30	Report of Jury Fees	Jury Fees through MCAP
First business day of July + 7 days	Delay in Matters Submitted to Judge	Paper

**District and Municipal Court Reporting Requirements (continued)**

**Chronological List (continued)**

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
July 15	Outstanding Receivables Aging Report	Paper
July 15	Payment/Adjustment Distribution of Case Assessments	Paper
July 15	Summary Report of Outstanding Receivables by Cash Code and Case Type	Paper
First business day of October + 7 days	Delay in Matters Submitted to Judge	Paper
October 31	Report of Jury Fees	Jury Fees through MCAP